



## ANNOUNCEMENT FOR OPEN TESTING LABORATORY ASSISTANT

Final Filing Date: February 4, 2005  
Bulletin Release Date: January 14, 2005  
Written Test Date: February 11, 2005



SU05-7884 5HA06

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

**HOW TO APPLY:** To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available through the Internet at [http://www.spb.ca.gov/employment/employment\\_app2.htm](http://www.spb.ca.gov/employment/employment_app2.htm), and at the testing office shown below. Applications may be filed in person or by mail with:

**DEPARTMENT OF HEALTH SERVICES  
SELECTION UNIT**

**In Person:** 1501 Capitol Avenue, Suite 1501  
**By Mail:** MS 1300-1302  
P.O. BOX 997411  
Sacramento, CA 95899-7411

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**FINAL FILING DATE:** Applications must be submitted by **February 4, 2005**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted

**SPECIAL TESTING INFORMATION:** If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

**WRITTEN TEST DATE:** The written test will be administered in Richmond and Los Angeles on February 11, 2005. Applicants will be notified, by mail of specific time, and location of their written test. It is the candidate's responsibility to contact the Department of Health Services three days prior to the written test date if he/she has not received his/her notice.

**SALARY RANGES:** \$2012 - \$2623 per month.

**IDENTIFICATION REQUIREMENT:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the written examination.

**POSITION DESCRIPTION:** This is the entry and first working level. Incumbents perform assigned, varied, standardized and nontechnical laboratory procedures in processing or preparing laboratory specimens, materials and supplies, and in operation of specialized mechanical laboratory equipment while receiving on-the-job training.

Positions exist with the Department of Health Services in Los Angeles and Richmond.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **February 11, 2005**, the written test date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**NOTE:** Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

**Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS:** Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

**Either I**

Six months of experience in laboratory work.

**Or II**

Education: Equivalent to completion of the eighth grade.

### Or III

Satisfactory completion of a formalized laboratory work experience and training program of at least three months' duration, such as those conducted under Manpower Development and Training Act, Work Incentive Program, or similar work experience programs conducted by State agencies.

**SPECIAL PERSONAL CHARACTERISTICS:** Aptitude and liking for laboratory work; orderliness; tact; reliability; either normal color vision, or partial color blindness only. (Applicants with partial color blindness must demonstrate the ability to satisfactorily distinguish colors most frequently found in laboratory work.) Color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.

**GENERAL QUALIFICATIONS:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**EXAMINATION INFORMATION:** The examination will consist of a written test weighted 100%. Candidates who do not appear for the written test will be disqualified and eliminated from the examination process.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned, change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

**EXAMINATION SCOPE:** The written test will include job-related items related to the follow:

#### Ability to:

1. Read English effectively at a level required to follow a large variety of instructional manuals and procedures.
2. Read English effectively at a level required for successful job performance to fully comprehend and perform instructions received from supervisors.
3. Write effectively in English at a level required for successful job performance to communicate with other staff as well as other laboratories.
4. Clean laboratory equipment, maintaining health and safety standards.
5. Learn elementary laboratory methods and procedures for successful job performance.
6. Follow verbal directions to successfully perform daily laboratory tasks and also comply with health and safety standards.
7. Work efficiently and effectively in a group to perform tasks within the laboratory requiring close and cooperative working environments.
8. Read color-data and subtle color differences. (Applicants with partial color blindness must demonstrate the ability to satisfactorily distinguish colors most frequently found in laboratory work. Color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.)
9. To use high quality hand-eye coordination to accomplish the tasks of the job.
10. Maintain neat and orderly work area to comply with health and safety standards.

#### Skill to:

1. Accurately perform repetitive tasks to accomplish the daily workload.
2. Complete assignments in a timely and efficient manner to allow the projects and workload of the laboratory to progress.

**ELIGIBLE LIST INFORMATION:** Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the written test. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

**VETERANS PREFERENCE:** Veterans preference credits will be granted in this examination since it does qualify as an entrance examination. California law limits granting of veterans preference credits to entrance examinations <http://leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=18001-19000&file=18971-18979>. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department(s) shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI From TDD: 1-800-735-2929      MCI From Voice Telephone: 1-800-735-2922  
Sprint From TDD: 1-888-877-5378      Sprint From Voice Telephone: 1-888-877-5379